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*For your
information,
and Col. Baird*

Official Orientation Course

SCHEDULE

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First Day:

Tuesday

0830 - 0900
0900 - 0945
0945 - 1030

Introduction; Security Briefing
Concept of Intelligence
Organization of Government, Part I

1030 - 1045

Break

1045 - 1130
1130 - 1200

Organization of Government, Part II
Government Terminology

1200 - 1300

Lunch

1300 - 1335
1335 - 1450

Organization of CIA
Agency Forms; Practical Problems

1450 - 1505

Break

1505 - 1530
1530 - 1615
1615 - 1645

Agency Buildings and Shuttles
Office Protocol
Film - "Security of Information"

Second Day:

Wednesday

0845 - 0900
0900 - 0945
0945 - 1015

Informal Discussion
History of Intelligence
CIA Regulations

1015 - 1030

Break

1030 - 1115
1115 - 1200

Mailing Procedures and Document Classification
Filing

1200 - 1300

Lunch

1300 - 1330
1330 - 1415
1415 - 1500

CIA Library Facilities
Area Study
Telephone Techniques

1500 - 1515

Break

1515 - 1600
1600 - 1630

(Telephone Lab for Clerks
(Mechanics of Correspondence
Summary, Critique, Discussion

Third Day:

Thursday

Typing Shortcuts; Practical Problems on the
typewriter, using the Correspondence Manual;
Telephone Lab.

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Also for your information.

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The Clerical Orientation Course is a two or three day course for new clerical personnel who are cleared but have not yet reported to their offices. It consists of general orientation to the government (Organization of Government, Government Terminology), orientation to Intelligence (History of Intelligence, Concept of Intelligence, Area Study, film on "Security of Information"), orientation to the physical and organizational set up of the Agency (Organization of CIA, Agency Buildings and Shuttles), and indoctrination of clerical skills (Agency Forms, CIA Regulations, Mailing Procedures and Document Classification, Filing, Library Facilities, Telephone Techniques, Telephone Lab, Mechanics of Correspondence, Typing Shortcuts, Correspondence Manual.)

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